



Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

SCAN HERE



PR-2022-0929-66727

Ma'am Doreen

Budget-
ODAS

PURCHASE REQUEST

Dept./Office: **CME**

PR No.: **GF-2022-09-01979**

Date: **09-29-2022**

Section/End-User: **Geecel F. Galvez**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **CME Funds 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Photo Paper	packs	2	150.00		300.00
Specification: <ul style="list-style-type: none">• No Backprint, No Back Print Photopaper Photopapers• Size: A4 (8.25in x 11.75in)• Content: 20 Sheets / pack• Thickness: 230gsm• Kind: Gloss						
2	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	2	192.00		384.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	2	125.00		250.00
Specification: <ul style="list-style-type: none">?Eliminates at least 99.9% of germs?Safe on skin?At least 70% solution Rubbing alcohol?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan?Brand offer should be at least 10 years in the market?at least 5 years expiry						
4	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	2	80.00		160.00
5	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
6	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	125.00		625.00
7	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	10	46.00		460.00
8	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	10	70.00		700.00
9	Coffee/Tea Mug with Saucer Plate	set	1	550.00		550.00
Specification:						

7 oz or 210ml

Set of 6

Porcelain

Plain white

All must be uniform in color, size, and style

10	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	1	445.00		445.00
11	Double Sided Glossy Photo Paper A4 (50sheets per pack)	pack	1	150.00		150.00

Specification:

Double Sided Glossy Photo Papers are ideal when it comes to printing photos, with both sides of the paper specially coated which gives prints that maximum shiny finish and vividness that are true to the image. These photo papers doesn't wrinkle or curl during printing and with a nice weight added to it. These are available in A4 & A3 size and in different paper thickness.

Paper Size - A4

Number of Sheets - 50

Paper Texture - Glossy

Paper Grammage - 220gsm

12	Duster, Microfiber (Cotton)	pcs	1	102.00		102.00
13	Eraser, Rubber, high quality	pc	1	45.00		45.00
14	Eraser, whiteboard, magnetic flannel	pc	2	60.00		120.00
15	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
16	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	1	368.00		368.00
17	Folder, File, Long, 14pts, White	piece	54	10.00		540.00
18	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	2	120.00		240.00
19	Hand Towel, cloth, cotton	piece	5	35.00		175.00
20	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	5	78.00		390.00
21	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	5	65.00		325.00
22	Ink, EPSON T9481 XL for WF-C878R Printer, Black	tube	8	1,500.00		12,000.00
23	Ink, EPSON T9481 XL for WF-C878R Printer, Magenta	tube	8	1,500.00		12,000.00
24	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00

Specification:

bright white, high premium quality						
25	Paper, Bond, Long, S-20, 70 gsm	reams	5	286.00		1,430.00
Specification: bright white, high premium quality						
26	Paper, Bond, Short, S-24, 80 gsm	reams	5	277.00		1,385.00
Specification: bright white, high premium quality						
27	Pen, Ball, black	pieces	5	10.00		50.00
28	Pen, Highlighting, asstd color	pcs	5	25.00		125.00
Specification: ?Highlighter, asstd color						
29	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	10	120.00		1,200.00
Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
30	Scissors, 6" heavy duty, good quality	piece	1	68.00		68.00
31	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00		350.00
Specification: Table Type						
32	Sign Here Sticky Notes	pack	2	59.00		118.00
33	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	5	90.00		450.00
34	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00
35	Staple wire remover	pieces	1	40.00		40.00
36	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	10	80.00		800.00
37	Steel Cabinet, 4 drawers with lock, vertical, black	unit	1	11,000.00		11,000.00
38	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	5	40.00		200.00
Specification: ?Sticky Flags Suitable For/As: ?Indexing Tab ?Highlighting ?Marking ?Repositionable						

?One end straight-cut, One end arrow-shaped
 ?Can be used to show/indicate where to attach signature

39	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	pack	2	146.00		292.00
40	Sticky Note, 3 x 4, Yellow	pads	5	140.00		700.00
41	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	2	79.00		158.00
42	Table Fork, Stainless steel, 1 doz	dozen	1	205.00		205.00

Specification:

Table Fork, Stainless steel

43	Table Spoon, Stainless steel	dozen	1	205.00		205.00
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Specification:

Table spoon, stainless steel


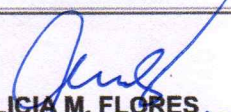
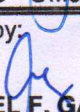
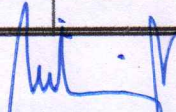
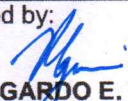
44	Tape, Double Sided, 1" x 10m	rolls	2	35.00		70.00
45	Tape, Foam, Double Sided, 1" x 5m	rolls	2	100.00		200.00
46	Tape, Masking, 1" x 25 yards	rolls	10	48.00		480.00
47	Tape, Masking, 2" x 25 yards	rolls	5	95.00		475.00
48	Tape, Packaging, 2" x 100 yards, Clear	rolls	2	75.00		150.00
49	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00		612.00
50	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	2	125.00		250.00
51	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	10	56.00		560.00
52	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	pack	10	25.00		250.00
53	Universal socket adapter	pc	2	34.00		68.00
54	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	pack of 10's	5	60.00		300.00

Specification:

- Product: Vellum Board
- Size: 8.25 x 11.75 inches (A4)
- Color: Canary
- Quantity: 10 sheets per pack
- 220 GSM

	TOTAL					57,865.00
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Purpose: Office Supplies

Checked by:  DOREEN B. ALBA TWG - Office Supplies		Funds Available:  ALICIA M. FLORES <i>ME CME-311</i> HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  GEECEL F. GALVEZ END USER	Noted by:  MOISES NEIL V. SERIO UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU